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Inventory Management
Centralized Procurement of Commanders Coins

***This regulation supersedes AE Regulation 710-23, June 2003.**

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Summary. This regulation establishes policy and procedures for procuring commanders coins.

Summary of Change. This revision updates the policy on funding the purchase of commanders coins (para 10).

Applicability. This regulation applies to U.S. Army commanders in the European theater down to and including battalions, brigades, and separate companies (para 4a). Commanders of units not supported by the United States Army Base Operations Maintenance Center - Europe will provide cost information on coin purchases according to paragraph 5d.

Supplementation. Organizations will not supplement this regulation without USAREUR G4 (AEAGD-SD) approval.

Forms. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G4 (AEAGD-SD, DSN 370-6272). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G4 (AEAGD-SD), Unit 29351, APO AE 09014-9351.

Distribution. B (AEPUBS).

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SECTION I GENERAL

1. PURPOSE

This regulation—

- a. Prescribes Army in Europe policy on commanders coins.
- b. Assigns responsibilities for procuring commanders coins.
- c. Establishes procedures for submitting requests for commanders coins.
- d. Provides coin specifications and funding criteria.
- e. Establishes production time and delivery processes.

2. REFERENCES

a. Publications.

- (1) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (2) AR 600-8-22, Military Awards.
- (3) AR 672-20, Incentive Awards.
- (4) AE Regulation 10-5, HQ USAREUR/7A and Select Commands.

b. Forms.

- (1) DD Form 448, Military Interdepartmental Purchase Request.
- (2) DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. POLICY

a. In accordance with AR 600-8-22 and AR 672-20, commanders of USAREUR major subordinate and specialized commands (AE Reg 10-5, app A) and the Director, IMA-EURO (“customers” for the purpose of this regulation), may use appropriated funds (APFs) to purchase commanders coins as awards for members of the U.S. military and for U.S. Government and local-national civilian employees. Commanders and the Director, IMA-EURO, may delegate this authority to their subordinate commanders down to battalion or equivalent level. Commanders may approve the use of APFs to purchase separate coins for their general officer (GO) deputy and assistant commanders and their GO-level command sergeants major. No one else in the Army in Europe is authorized to purchase coins with APFs.

b. Common sense must be used when designing coins to ensure they are not excessive in size or complexity. Coins may identify the presenter only by position or title, organization, or both. Commanders may also purchase a combined commanders and command sergeants major coin instead of a commanders coin.

c. Coins may be used as awards for outstanding or unique accomplishments that improve or contribute to the efficiency or economy of U.S. Army operations. Coins may be presented to U.S. Army personnel to recognize the performance of assigned duties only when the performance constitutes a unique accomplishment that clearly contributes to increased efficiency. Commanders may allow others to present coins on their behalf. Coins will not be presented to peers or superiors.

5. RESPONSIBILITIES

a. The Director, IMA-EURO, has oversight responsibility for procuring commanders coins.

b. The Director, United States Army Base Operations Maintenance Center - Europe (USBMC-E), will—

- (1) Serve as the single purchasing agent for commanders coins.
- (2) Establish appropriate procedures for procuring coins.
- (3) Publish a standing operating procedure (SOP) for coin procurement and update the SOP as needed.

(4) Send the information in (a) through (d) below (by unit) twice a year (by 31 Jan and 31 Jul) through appropriate command or agency channels to the USAREUR G4 (AEAGD-SD), Unit 29351, APO AE 09014-9351. The cutoff date for submitting the 31 January report is 30 June, and the cutoff date for submitting the 31 July report is 31 December.

(a) Unit name.

(b) The number of coin-purchase transactions.

(c) The number of coins for each transaction.

(d) Total dollar value of each transaction.

(e) The average cost of coins for each transaction for each 6-month reporting period (1 Jan through 30 Jun and 1 Jul through 31 Dec).

c. Customers will—

(1) Give the USBMC-E a customer POC (name, DSN and civilian telephone numbers, fax number, local shipping address, and e-mail address) for each coin request. The USBMC-E is authorized to coordinate the complete procurement process with the customer POC.

(2) Reimburse the USBMC-E for procured coins.

d. Commanders of units not supported by the USBMC-E (for example, the United States Army Garrison (USAG) BENELUX, the USAG Vicenza) will designate a unit POC who will be responsible for sending the USBMC-E the information listed in subparagraph b(4) above by 15 January and 15 July each year. The information may be sent by mail (Director, USBMC-E, Unit 26622, APO AE 09244-6622) or fax (DSN 350-6639).

SECTION II PROCEDURES

6. SUBMITTING REQUESTS

a. Requests for coins may be sent to the USBMC-E Customer Service Office by mail (Director, USBMC-E (Acquisition Services), Unit 26622, APO AE 09244-6622) or by fax (DSN 350-6276).

b. The Customer Service Office will register the request and assign it a reference number. The reference number will be given to the customer POC and be used for inquiries about the purchase.

c. The number of coins that may be ordered is unlimited, but the amount that may be spent is subject to paragraph 10c. The recommended minimum order for one type of coin is 100.

d. The unit POC must always be identified on the request.

e. Coins will be delivered in individual bags or special presentation boxes on request.

7. REQUESTS FOR EXISTING COINS

a. When a unit requests procurement of a commanders coin for the first time, the USBMC-E is authorized to withhold two samples of the coin for registration purposes at the requesting unit's expense.

b. The USBMC-E will assign a registration number to the coin and give the number to the customer POC. Future requests for copies of the coin must include this registration number.

8. REQUESTS FOR NEW COINS

a. To request a new coin, units will give the USBMC-E a detailed drawing of both sides of the coin with the emblem or crest in the required size and colors. On request, the USBMC-E will help units prepare drawings.

b. On request, the USBMC-E will give a final drawing of the coin to the customer POC who will approve or disapprove and sign the drawing.

c. Because of the additional cost to create a new coin, the cost for the first order is usually higher than subsequent orders for the same coin. (Price reductions usually accompany large orders.)

SECTION III SPECIFICATIONS AND FUNDING

9. SPECIFICATIONS

The following coin specifications apply:

a. The basic color choices are bronze, gold, and silver.

b. Coin-surface choices are brushed or polished.

c. Coins may—

(1) Be covered with enamel or lacquer at an additional cost.

(2) Have a standard or diamond-cut edge on one or both sides at an additional cost.

(3) Be any form or size.

d. The USBMC-E can provide samples of lettering available for coins. Coin requests must include the exact size and type of lettering to be used.

e. Coins must—

- (1) Be brass, regardless of the basic color.
- (2) Have a 5-year warranty on color stability.
- (3) Be two- or three-dimensional.

10. FUNDING

a. Commanders of USAREUR major subordinate and specialized commands (AE Reg 10-5, app A) and the Director, IMA-EURO, may use APFs to purchase unit coins. Commanders and directors may delegate this authority to their subordinate commanders down to battalion or equivalent level. Commanders may approve the use of APFs to purchase separate coins for their GO deputy and assistant commanders and their GO-level command sergeants major. No one else in the Army in Europe is authorized to purchase coins with APFs. This authority will not be further delegated.

(1) Commanders and directors will ensure unit coins are purchased only through the USBMC-E.

(2) The coin must bear an inscription identifying it as an award, such as “For Excellence” or “In Recognition of Outstanding Performance.”

b. Customers will reimburse the USBMC-E using a DD Form 448, also known as a military interdepartmental purchase request (MIPR), on a case-by-case basis. To minimize paperwork, customers may send one MIPR with an estimate of the overall yearly cost of the coin to the Director, USBMC-E (Acquisition Services), Unit 26622, APO AE 09244-6622.

c. No more than \$5,000 per fiscal year per unit may be allocated for coins.

SECTION IV PRODUCTION TIME AND DELIVERY

11. PRODUCTION TIME

The average delivery time for coins is as follows:

- a. Existing Coins: 30 days after the unit submits a coin request and an approved MIPR.
- b. New Coins: 40 days after the USBMC-E receives the approval of the final coin drawing.

12. DELIVERY

- a. Procured coins will be delivered to the customer POC at no additional cost.
- b. The customer POC will sign for receipt of the coins.

GLOSSARY

AE	Army in Europe
APF	appropriated fund
AR	Army regulation
BENELUX	Belgium, the Netherlands, Luxembourg
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
DA	Department of the Army
DD	Defense Department
fax	facsimile
GO	general officer
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IMA-EURO	United States Army Installation Management Agency, Europe Region Office
MIPR	military interdepartmental purchase request
POC	point of contact
SOP	standing operating procedure
U.S.	United States
USAG	United States Army garrison
USAREUR	United States Army, Europe
USBMC-E	United States Army Base Operations Maintenance Center - Europe